Attn: Julia M. Jones  
Re: Don Kingston

Dear Ms. Jones:

I am writing these reference at the request of Don Kingston who is applying for Student Volunteer Program at St. Francis Hospital this summer.

Don is very kind and considerate and does not have a bad attitude, I have known Don for two years in my capasity as a teacher at Smithtown Secondary School School. Don took English and Spanish from me and earned superior grades in those classes. Based on Don’s grades, attendance, and class participation, I'd rate Don's academic performance in my class as superior.

Employers will find many strengths in Don. He is always interested in supporting others. For example, this year when we worked on our class comunity service project, Don was helpful to me in collecting and organizing the food for the food bank here in Smithtown.

In conculson, I would highly recommend Don Kingston; If his performance in my class is any indication of how hed perform in your position, Don will be a positive addition to your organization. If you should ever need any more information you can feel fere to contact me at 555-7023 or by email at ssamuels@email.com anytime.

Sincerely,

Susan Samuels  
Teacher, Smithtown Secondary School